

Sakura Matsuri Assistant

This internship position is offered during the Winter-Spring, Summer, and Fall Semesters; however, applicants applying for an internship during the Winter-Spring semester must be available from the beginning of January until one week after the Sakura Matsuri and Japan Bowl events are finished.

Start of employment with JASW:

- Updates all information in files and database from previous festival year (applications for participants, contracts, festival guidelines, volunteer sign-up, etc.)
- Learns the logistics of the festival through photos/videos/past festival assistant documents/emails
- Identifies the goals for the upcoming Sakura Matsuri with the Festival Director and Festival Manager
- Gets to know all of the Chairs and Sub-chairs
- Prepares a checklist and a timeline with the Festival Director and Festival Manager to create an order of importance in preparation for the day-of

In charge of the main database for all festival participants (vendors, performers, exhibitors)

- Makes sure that all applications and information (phone numbers, addresses, etc.) are entered into the database and listed as the current year
- Prepares a weekly update for each of the area Chairs under the guidance of the Festival Manager
- Responds to email and phone inquiries from participants, or forward inquiries to Chairs

Assist the Festival Director & Festival Manager in preparing the Festival Map

(Locations of tents, map codes, metro stops in festival area, street names are all important)

Assist Festival Director and Festival Manager in creating the Festival Program

Prepare the contact lists of Vendors, Participants, Contract Workers, and Chairs/Sub-chairs for the day-of

One the day-of:

- Maintains team-focus throughout the festival and lead and support Chairs and Sub-chairs in maintaining a pleasant working environment.
- Should be well-prepared to aid any festival area when needed
- Takes care of Sponsors by directing the team of “Sponsor volunteers” and addressing any issues personally and professionally (contact Festival Director or Festival Manager when needed)
- Be available on the walkie-talkie for any inquiries from Logistics/Chairs/Sub-chairs
- Understands all emergency procedures and where to direct emergencies
- Understands the drop points for all rented and JASW equipment in set-up and break down
- Represents JASW in a positive way!

Hand in feedback on the Assistant Director position after the festival is over

After the festival:

- Sends out and reviews all other evaluation reports and festival reports from Chairs, Sub-chairs, Sponsors, Participants, and record them
- Processes and Review all Festival Surveys taken during and after the festival
- Assists with inventory and storage of supplies after the event
- Assists in updating festival application forms